

# PROCEDURAL GUIDANCE MESSAGE

Name and Grade of Action Officer MSGT JOHN GEREUX				Office Symbol RSOPA		Series Number 901		Signature of Action Officer		Review Date 020808	
	To	Action	Initials/Date		To	Action	Initials/Date		To	Action	Initials/Date
1	RSOP/ CCU	CORD	RSOP_____ CCU_____	5				9			
2	RSOC/ CCU	CORD	RSOC_____ CCU_____	6				10			
3	RSO/ CCU	APPR	RSO_____ CCU_____	7				11			
4	RSOPA	X-MIT	_____	8				12			

**FROM:** HQ AFRS/RSO

**SUBJECT:** Prior Service (PS) Air Force Personnel Applying for Recruiting Duty

**TO:** All Recruiting Personnel

1. In addition to meeting the current prior service requirements, PS Air Force members applying for recruiting duty must complete all requirements on the attached checklist. Fax the checklist and required documents to the Recruiting Screening Team at (RST) DSN 487-4177 or COMM (210) 652-4177. If you have any questions, please call the RST at DSN 487-3511/3512 or COMM (210) 652-3511/3512.

//////SIGNED/////

JAMES R. HOLADAY, Colonel, USAF  
Chief, Operations Division

## **PROCEDURES FOR PRIOR SERVICE AIR FORCE MEMBERS APPLYING FOR RECRUITING DUTY**

The following steps are required to be completed for prior service Air Force members applying for consideration to enter onto active duty as a recruiter:

Note: Only prior service members of the Active Duty Air Force, Air National Guard, or Air Reserves and current members of the Air National Guard and Air Reserves that are entitled to enter onto active duty in the minimum grade of E-4, but no more than a maximum grade of E-7, and possess at least 3 years Time In Service, but no more than 17 years TAFMS, may apply to enter onto active duty Air Force service in the AFSC 8R000 (Recruiter).

1. The Recruiter and Recruiting Squadron Operations Supervisor will ensure the applicant meets the qualifications to enter onto active duty as a recruiter IAW AFI 36-2002 and the SPECAT Guide prior to submission of the completed checklist and the applicant's documentation to the Recruiter Screening Team. The checklist and supporting documentation constitute the application for recruiting duty. Do not send the completed checklist or the applicant's documentation to the Recruiter Screening Team until **all** applicable checklist items are procured and available for the Recruiter Screening Team's review. Any questions concerning an applicant's eligibility should be directed to HQ AFRS/RSXPR at DSN 487-3511 or Commercial (210) 652-3511. (Note: Any prior service Air Force member may apply to enter onto active duty as a recruiter, regardless of the applicant's previously held AFSC. This prior service program is continuously open.)

2. Upon completion of the applicant's physical at MEPS the Squadron Operations Supervisor will obtain a copy of the completed DD Form 2807-1 and 2808 from the appropriate MEPS Senior Liaison NCO. If the applicant is within 10lbs of their MAW they must have a BFM accomplished, and they must be within the Air Force body fat standards for their gender and age to qualify for recruiting duty. Submit the completed physical, and if applicable BFM results to the Recruiter Screening Team for review.

3. The Squadron Operations Supervisor will obtain copies of all waivers (if applicable) and the approved AETC Form 1415 and submit them to the Recruiter Screening Team for review.

4. The applicant's recruiter will build the applicant in AFRISS. Complete an AETC Form 1326 and submit the completed form to the Squadron Operations Supervisor. Additionally, the recruiter will obtain copies of all the applicant's previous EPRs, undeleted DD Form 214, DD Form 368 (if currently in Air Guard or Air Reserves), and make a copy of the applicant's valid state driver's license. Forward the EPRs, DD Form 214, DD Form 368, and copy of valid state drivers license to the Squadron Operations Supervisor.

5. If the applicant has dependents the applicant's recruiter will type this statement on plain bond paper (Attachment 3). The statement should read: *"My dependents have no history of physical and/or psychiatric problems (including drug/alcohol abuse) that require specialized treatment or hospitalization that would adversely impact my ability to perform recruiting duty."* Below the statement have the applicant print their full name, sign and date.

6. The Recruiting Squadron Commander or Superintendent will accomplish the Recruiter Interview Letter (Attachment 2) then forward the completed letter to the Squadron Operations Supervisor.

7. The Squadron Operations Supervisor will complete the Prior Service Checklist (Attachment 1) and fax it along with all applicable documentation to the Recruiter Screening Team at DSN 487-4177 or Commercial (210) 652-4177.

8. Once the Recruiter Screening Team is in receipt of the application we will contact the applicant and provide instructions on the actions they must take to complete the application process. The Recruiter Screening Team will then evaluate the applicant and make a recommendation to either hire or non-hire the member for recruiting duty. Additionally, the Recruiter Screening Team will provide those applicants recommended for hire with a list of available recruiter assignments. The applicant may make up to eight assignment preferences. We will then coordinate with AETC Recruiter Assignments to procure one of the applicant's eight choices of location and a recruiting school class date. Once that is accomplished the application will be forwarded to HQ AFRS/RSOPB so that the assignment may be loaded in AFRISS and the appropriate military personnel system. Upon entering onto active duty the appropriate recruiter and recruiting squadron will receive accession credit for the applicant.

**CHECKLIST FOR PRIOR SERVICE AIR FORCE MEMBERS APPLYING FOR  
RECRUITING DUTY**

APPLICANT' NAME: \_\_\_\_\_

SSAN: \_\_\_\_\_ PROJECTED ENTRY RANK : \_\_\_\_\_  
(MUST BE E-4 OR ABOVE)

APPLICANT'S E-MAIL ADDRESS: \_\_\_\_\_

APPLICANT' ADDRESS: \_\_\_\_\_  
(INCLUDING CITY, STATE AND ZIP CODE)

APPLICANT' PHONE NUMBER: \_\_\_\_\_

RECRUITING SQUADRON: \_\_\_\_\_ RECRUITER'S NAME: \_\_\_\_\_

RIC CODE: \_\_\_\_\_ RECRUITER'S PHONE NUMBER: \_\_\_\_\_

IS THE APPLICANT? MARRIED SINGLE DIVORCED (CIRCLE ONE)

DOES THE APPLICANT HAVE DEPENDENTS? YES NO (CIRCLE ONE)

**DOCUMENTS**

**OPS SUPERVISORS INITIALS**

DD Form 2807-1 & 2808 (Completed MEPS  
Physical)

\_\_\_\_\_

Copies of all Waivers & Approved AETC Form  
1415 (if applicable)

\_\_\_\_\_

Completed AETC Form 1326

\_\_\_\_\_

DD Form 214

\_\_\_\_\_

DD Form 368 (If currently serving in Air Guard  
Or Air Reserves)

\_\_\_\_\_

Valid Driver's License (Copy)

\_\_\_\_\_

Copy of all Previous EPRs

\_\_\_\_\_

Dependent Medical Statement (Attachment 3)

\_\_\_\_\_

Recruiter Interview Letter (Attachment 2)

\_\_\_\_\_

\_\_\_\_\_  
Printed Name, Rank, and Signature of Squadron Operations Supervisor

## RECRUITER INTERVIEW LETTER

NAME OF APPLICANT: \_\_\_\_\_

SSAN: \_\_\_\_\_ PROJECTED ENTRY GRADE: \_\_\_\_\_

APPLICANTS HOME PHONE NUMBER: \_\_\_\_\_

TAFMS YEARS: \_\_\_\_\_  
(MUST BE MORE THAN 3 YEARS AND LESS THAN 17 YEARS)

DATE OF INTERVIEW: \_\_\_\_\_

The Recruiting Squadron Commander or Superintendent will brief the applicant on recruiting duties and then ask the applicant the following questions. Have the applicant circle the appropriate response, and initial each statement acknowledging that they understand and agree to each of the statements. This interview may be conducted telephonically but the letter must be initialed and signed by the applicant and interviewer.

1. Brief the individual that they will be living in a civilian community. Ensure they understand the possibility of not having the social, medical, base exchange, commissary, child care, and housing security provided by the Air Force.

**\*\* I understand:** Applicant's Initials \_\_\_\_\_

2. Ask if the applicant believes there will be any adverse affects to the family while living on the civilian economy? (Document any adverse affect the applicant identifies below)

**\*\* I do/do not** (circle one) anticipate any adverse affects: Applicant's Initials \_\_\_\_\_

3. Brief the applicant on TRICARE options and the possibility of having to choose a civilian health care provider for themselves and their family. Determine if the applicant or their family members have any medical problems that would cause financial hardship by utilizing the TRICARE system. (List all medical problems that may cause financial hardship under TRICARE below)

**\*\* My dependents and I do/do not** (circle one) currently have any medical problems that would cause me financial hardship and prevent me from becoming a successful recruiter: Applicant's Initials \_\_\_\_\_

4. Summarize any medical concerns/problems that may require more than the minimum, routine treatment(s) for applicant or any member of their family:

**\*\* My dependent's and I do/do not (circle one) have any medical concerns: Applicant's Initials \_\_\_\_\_**

5. Recruiting can sometimes be a high stress environment. Goals (quotas) are necessary and a fact of life in recruiting. Frustration and family pressures are not unusual. Does the applicant or any of their family members have any mental health issues that may affect their ability to perform their required duties? Does the applicant feel the marriage (if applicable) can withstand the rigors of recruiting duty? (List any concerns the applicant may have below)

**\*\*My dependents and I do/do not (circle one) have mental health, marital, or stress related issues that may affect my ability to perform my recruiting duties. Applicant's Initials \_\_\_\_\_**

6. Discuss possible high cost housing or limited availability. Ensure applicant understands they will receive a Variable Housing Allowance (VHA), based on their living area. They will also receive Special Duty Assignment Pay (SDAP), an out of pocket reimbursable expense account, and Basic Allowance for Subsistence (BAS). Recruiting has also been approved for stateside Cost of Living Allowance (COLA), only in designated high cost of living areas. Bachelor and family leased housing are also available in some high cost of living areas. Ensure the applicant understands these issues.

**\*\* I understand and have no questions: Applicant's Initials \_\_\_\_\_**

7. Brief the applicant that recruiters occasionally must work in the evening, on weekends and holidays, and travel to other towns; some have short periods of TDY. Does the applicant feel these non-traditional hours will create and problems either personally or within the marriage (if applicable)? (List any concerns the applicant may have below)

**\*\* I do/do not (circle one) feel that these non-traditional hours will create problems either personally or within my marriage (if applicable). Applicant's Initials \_\_\_\_\_**

8. Brief the applicant that recruiters must routinely work with applicant's of the opposite sex on a professional basis, sometimes during the evenings and on weekends. Explain that inappropriate relationships with any applicant may be punishable under the Uniform Code of Military Justice. Does the applicant understand the professional behavior required of an Air Force Recruiter. Does the applicant's spouse have any concerns about the applicant working with members of the opposite sex? (List any concerns the applicant may have below)

**\*\*I understand and concur that there is no problem in this area. Applicant's Initials**

9. Explain to the applicant that off duty employment is not permitted while performing Enlisted Accession recruiting. Additionally, brief that new recruiters are normally not permitted to pursue off-duty education until they have completed their recruiter certification.

**\*\*Applicant understands and acknowledges. Applicant's Initials** \_\_\_\_\_

10. Discuss the USAF Recruiting School. Explain to the applicant that they will travel to school in "TDY" status. If the prior service applicant is eliminated from the course they may be returned to their previously held AFSC, force retrained into a shortage career field, or discharged. All other applicants will be returned to their previous AFSC and duty location. Overseas applicants after successful completion of the course will return to their overseas assignment to complete their DEROS. Acceptance of a special duty three-year controlled tour in recruiting doesn't curtail a DEROS.

**\*\* Special Warning:** The applicant should not make any commitments (Selling/buying homes, moving dependents, etc.) until after course graduation. Applicant understands and acknowledges. Applicant's Initials \_\_\_\_\_

11. Brief the applicant at this point that no assignment action has been taken. Any questions concerning assignment locations, primary AFSC release action, commitments (i.e. controlled tour, code 50, time-on-station, etc.), Selective Reenlistment Bonus (SRB), should be directed to: HQ AFRS/RXPR (Recruiter Screening Team) at DSN 487-3511 or Commercial (210) 652-3511.

**\*\* Applicant acknowledges no recruiting assignment is guaranteed at this time.**  
Applicant's Initials \_\_\_\_\_

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Printed Name and Rank of Interviewer)

\_\_\_\_\_  
(Signature of Interviewer)

### **Dependent Medical Statement**

*“My dependents have no history of physical and/or psychiatric problems (including drug/alcohol abuse) that require specialized treatment or hospitalization that would adversely impact my ability to perform recruiting duty.”*

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(Signature of Applicant)

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(Date)